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Quick Guide to
Gale Virtual Reference Library

Overview

A collection of full-text reference books covering a range of subjects, from business to science to arts. Features include:

- Access to over 65 reference works.
- Machine translation of articles into 11 languages.
- ReadSpeaker, which provides audio versions of the articles.

Details

Browsing

1. To browse a publication, scroll down to the **Or select a publication below** section, then click on the box (⊞) next to the subject you'd like to research.
2. Click on the title that interests you to go to the title's main page.
3. You can browse the publication by clicking on **eTable of Contents**.
4. You can also look for a more specific subject by clicking on **eBook Index**.
5. To search within the publication, enter a keyword into the **Search** box to the left of the page.

Searching

1. **Basic Search** lets you search by keywords or by subject. You can also search entire documents or just document titles.
2. **Advanced Search** provides a number of different fields to enter search terms, from keyword to subject and from publisher to ISBN.   Using "Add a Row", you can search up to 10 fields at once.
3. You can limit your search by date, by subject, and by target audience. You can also search only for documents with images.
4. To search within a publication title or across a number of publications, click on the **Browse** link next to the **by publication title** field. You can select up to 10 titles that you can search though simultaneously.
5. If you enter some keywords into the **Subject Guide Search**, you will get a list of subject guides that best describe your keywords. You can then access documents related to these subjects. The search can be limited by date, by publication title, and by document type.

Tools

1. Each article has a **Tools** box on the right side of the page. These tools include a PDF version of the document, and email, print, and download options.
2. From the Tools section, you access **Citation Tools**, which generates a citation in MLA, APA, and Z39.80 formats. These can be exported to four brands of third-party citation software.
3. You can also **Translate** the article by selecting Arabic, simplified Chinese, French, German, Italian, Japanese, Korean, Polish, Portuguese, Russian, or Spanish from the dropdown menu.

ReadSpeaker

1. To use the **ReadSpeaker** function, click on "Listen" at the top of an article to hear it read in an American accent.
2. To hear just a section of the article, highlight the section you would like to hear, then click "Listen."
3. An MP3 file of the article can be downloaded either from the ReadSpeaker bar or from the Tools box.

Additional Features You Might Like

- You can also search *Merriam-Webster's Collegiate Dictionary* by clicking the **Dictionary** link.

More Information

- Gale Virtual Reference Library
  - http://www.gale.cengage.com/servlet/GvrlMS?msg=ma
- Gale Re:sources Blog
  - http://blog.gale.com/resources/